



Job Announcement

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Opening Date:	December 28, 2006	Closing Date:	Open until filled
Job Title:	Classification/Compensation Manager	Position Type:	Regular Full Time
PIN:	000691	FLSA Status:	Exempt
Location:	Administrative Office of the Courts - Human Resources Department Annapolis, Maryland	Grade/Salary Range:	J16 \$51,414 - \$81,926
Financial Disclosure:	Yes	Entry Range:	J16 \$51,414 - \$61,651 (Depending on Qualifications)

Regular state employees subject to promotion/demotion policy

Essential Functions: The Human Resources Department is looking for a senior professional to oversee the Classification and Compensation activities for the Maryland Judiciary. The manager serves as the expert in the field of classification and compensation, and, as the head of the unit, reports to the Executive Director, and Deputy Executive Director. The manager provides assistance to staff, supervisors, managers and Administrative Officials. The ideal candidate must be a strong manager, results oriented, an individual with good judgement, values teamwork, and have an excellent understanding of non-traditional human resources practices, creative classification and compensation strategies and the dynamics of effective communication. Major responsibilities include but are not limited to: developing strategic goals and objectives, policies and procedures; directing the work of para-professional and professional staff and providing technical guidance on human resources management theory, policies and practices used in state government systems; the application of job evaluation and point factor systems; and development of minimum qualifications and new job specifications as used in state structures. The Manager develops, monitors and maintains the unit; oversees the job evaluation system; develops classification specifications and grades for new positions and revises existing specifications as needed; researches and drafts recommendations to assist in the development and implementation of salary/compensation structures and new policies and procedures relative to compensation and classification issues; directs specialized or administrative studies of routine and non-routine issues and problems pertaining to human resources functions; prepares, reviews, and responds to a variety of documents of a highly sensitive or complex nature. The selected candidate will provide expert advice to senior level agency officials. He/she will also negotiate with agency officials, explaining the capabilities of the unit staff and the full range of HR services available. Performs other related duties.

Education: Bachelor's Degree from an accredited college or university.

Experience: Four years of professional human resources experience and two years of experience supervising or managing professional staff. The professional work must have involved coordination of classification/compensation related activities, etc. as described in the essential functions. PC proficiency is required.

Preferred: The ideal candidate will possess professional experience in state government related classification, compensation and salary administration; experience with automated database systems. Bi-lingual candidates are encouraged to apply.

Skills/Abilities: Knowledge of human resources, policies and procedures; federal, State and other applicable human resources related laws, rules, regulations and ordinances. Demonstrated experience in managing a human resources program. Proven ability to analyze and resolve issues involving the interpretation or application of pertinent laws, HR policies, procedures, rules and regulations. Ability to develop, implement and administer policies and procedures for providing effective and efficient HR programs and services; Ability to independently identify and respond to management issues, concerns and needs related to classification and compensation programs; Ability to analyze problems, identify alternative solutions and exercise good judgment, flexibility, creativity and sensitivity; Demonstrated interpersonal and people management skills; Ability to communicate clearly and concisely and to pro-actively carry out the unit's vision, mission and values. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary, HR Department
Attn: Office of the Executive Director
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.